



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 17-00119

TITLE: Legal Secretary 1

ISSUE DATE: 3/31/2017

TITLE CODE: 24832

CLOSING DATE: 4/21/2017

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: ROW & Access Mgmt/Closing Unit

RANGE: A15

SALARY: \$39,457.23-\$55,413.51

POSITION: One (1)

WORK WEEK: 35 Hours

DEFINITION

Under direction of an attorney or other supervisory official in a state department or agency, or local government jurisdiction, transcribes or types dictation irrespective of medium, which is of a complex legal nature and requires a comprehensive knowledge of legal procedure and terminology; may act as a lead worker over other clerical and or secretarial employees; maintains dockets, looks up references, and generally functions in the capacity of a secretary; does other related duties.

EXPERIENCE

Two (2) years of experience in transcribing or typing legal dictation or documents.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

Open to the Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Legal Secretary 1 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number) with your application:

Resume, Letter of Interest, State Application

Forward Responses To:
Sharon Harrison, Personnel Coordinator
Department of Transportation
NJDOT, 1035 Parkway Ave., P.O.Box 600
E & O Bldg., 2nd Floor
Trenton, NJ 08625
Sharon.Harrison@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**